

ZBOA Variance Request Checklist

- Pay Fees
- Signature of Property Owner
- Narrative Letter listing all variances. Variances will be listed as “a., b., c., etc.” describing why each variance is requested and what is being done to offset any impacts of the variance request.
- Narrative Letter should address approval criteria of:
 - special condition unique to the site that make literal enforcement of the UDC a hardship
 - that the circumstances affecting the land are unique to the applicant’s property
 - the variance is necessary for enjoyment of the property
 - the variance is not detrimental to public welfare or other properties
 - granting the variance will not prevent someone else from enjoying their land
 - the unnecessary hardship is not cause by any action of the property owner
- Variance exhibit 22” by 34”. Exhibit shall code all variances and list them exactly as sown in the narrative letter.
- Any Supporting Documents that are requested or may help to illustrate the request. Examples are letters of support from adjacent property owners, photos of unique site conditions.